



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of the Commissioner
Talent Pool Recommendation

DIRECTIONS

We invite you to recommend distinguished classroom teachers who have demonstrated all of the following:

- Exemplary instructional practices;
- Outstanding accomplishments and long-range potential to contribute to the profession; and
- Inspiring presence that motivates and impacts students, colleagues, and the community.

Please complete a separate form for each individual, **including a letter or reference** explaining how this person meets the criteria outlined in this letter.

INCOMPLETE FORMS WILL BE ELIMINATED FROM THIS PROCESS

Return completed letter(s) and form(s), by May 15, to: Commissioner's Office, Dept. of Elementary & Secondary Education, PO Box 480, Jefferson City, MO 65102, Fax: (573) 751-1179, E-mail: robin.coffman@dese.mo.gov

THIS IS A CONFIDENTIAL PROCESS

INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION

RECOMMENDATION

NAME OF RECOMMENDED EDUCATOR

You may wish to consider the following categories when recommending individuals. Please check those that apply to the educator you are recommending:

☐ CLASSROOM TEACHER ☐ PRINCIPAL ☐ OTHER (specify): _____

GRADE(S) CURRENTLY TEACHING:
(FOR TEACHER)

GRADE LEVELS IN BUILDING
(FOR PRINCIPAL)

☐ READING/ENGLISH/LANGUAGE ARTS ☐ SCIENCE ☐ MATHEMATICS ☐ SOCIAL STUDIES ☐ FINE ARTS

☐ OTHER (specify): _____

TOTAL YEARS IN EDUCATION
(BETWEEN 5 – 18 YEARS ELIGIBILITY REQUIREMENT)

IF PRINCIPAL, NUMBER OF YEARS
AS AN ADMINISTRATOR

WILL THIS PERSON BE AT THE SAME SCHOOL SITE NEXT YEAR?

RECOMMENDED EDUCATOR'S SCHOOL AND SCHOOL DISTRICT NAMES

SCHOOL ADDRESS

CITY, STATE, ZIP CODE

NAME OF EDUCATOR'S SUPERVISOR

TITLE

SUPERVISOR'S PHONE NUMBER
()

SUPERVISOR'S FAX
()

SUPERVISOR'S E-MAIL

RATE educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples.

1. _____ **Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.**

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2. _____ **Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, presentations, etc.**

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3. _____ **Strong long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education for at least 15 more years and demonstrate leadership in the profession.**

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4. _____ **Engaging and inspiring presence that motivates and impacts students, colleagues, and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.?**

Cite evidence of student achievement gains as a result of the educator's practices.

Cite awards the educator has received.

Other comments**EDUCATION (include formal resume of candidate)**

SCHOOLS ATTENDED	DEGREES	GRADUATION YEARS

Indicate ethnicity of educator being recommended:

☐ White ☐ Black or African American ☐ Asian ☐ Native American Indian or Alaska Native
☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander

REFERENCES

Please list the names and phone numbers of five (5) references **other than you** for the educator. We will call and interview each. Most interviews will occur outside of the regular school day/term. Please include a phone number where these individuals may be reached during the summer. **They should know the educator very well.**

NAME & EMAIL	TITLE	WORK PHONE	HOME PHONE
NOMINATOR NAME	TITLE	WORK PHONE	HOME PHONE